

**Surrey Heath Borough Council**  
**Employment Committee**  
**6 April 2022**

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**Work Programme 2022/23**

**Head of Service**     **Louise Livingston – HR, Performance & Communications**  
**Report Author:**   **Julie Simmonds – HR Manager**  
**Key Decision:**     **No**  
**Wards Affected:**   **n/a**

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**Summary and purpose**

To agree the work programme for the 2022/23 municipal year.

**Recommendation**

The Committee is advised to RESOLVE that the work programme for the 2022/23 municipal year be agreed, as set out at Annex A.

**1. Background and Supporting Information**

- 1.1 At each meeting the Committee will consider the work programme, be advised of updates and agree amendments as appropriate.
- 1.2 Meetings have been scheduled for the 2022/23 municipal year as follows:
- 14 July 2022
  - 13 October 2022
  - 26 January 2023
  - 30 March 2023

**2. Proposal and Alternative Options**

- 2.1 It is proposed that the Committee considers the list of topics listed in Annex A of the work programme and makes such amendments as appropriate.

**Annexes**

Annex A – proposed Work Programme for 2022/23

**Employment Committee  
Work Programme  
2022/23**

Consultative Group meetings for the municipal year are scheduled to be held on the following dates:

- 14 July 2022
- 13 October 2022
- 26 January 2023
- 30 March 2023

The following work for the 2022/23 municipal year has been identified for consideration by the Committee.

<b>Meeting</b>	<b>Topic</b>	<b>Source</b>
<b>14 July 2022</b>	<b>Christmas Closure</b>	<b>HR (new)</b>
	<b>Vexatious &amp; Persistent Complaints Policy</b>	<b>Contact Centre Manager (review)</b>
	<b>Pay Policy Statement</b>	<b>HR</b>
	<b>Pay negotiations process</b>	<b>HR</b>
<b>13 October 2022</b>	<b>Leave and Special Leave</b>	<b>HR (review)</b>
	<b>Sickness Absence Policy</b>	<b>HR (review)</b>
	<b>Agile Working Policy</b>	<b>HR (review)</b>
	<b>Expenses Policy</b>	<b>HR (review)</b>
	<b>Speak Up Policy annual report</b>	<b>HR</b>
	<b>Car and Road Users Policy</b>	<b>HR (review)</b>
	<b>Staff Terms and Conditions of Employment</b>	<b>HR (review)</b>
	<b>Pay negotiations 2023/24</b>	<b>HR</b>
<b>26 January 2023</b>	<b>Pensions Discretion Policy –</b>	<b>HR (review)</b>
	<b>Pay Settlement 2023/24</b>	<b>HR</b>
	<b>Family Friendly Policy</b>	<b>HR (review)</b>
<b>30 March 2023</b>	<b>Pay Settlement 2023/24</b>	<b>HR</b>
	<b>Data Breaches Policy</b>	<b>ICT/Information Governance (review)</b>
	<b>Information Security Policy</b>	<b>ICT (review)</b>
	<b>Data Protection Policy</b>	<b>ICT/Information Governance (review)</b>
	<b>Social Networking Policy</b>	<b>ICT/Information Governance (review)</b>